



# **GENERAL SERVICES ADMINISTRATION**

## **Federal Supply Service**

### **Authorized Federal Supply Schedule Price List**

### **Multiple Award Schedule (MAS)**

#### **GENERAL PURPOSE INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES**

- Special Item Number 54151S Information Technology Professional Services

#### **CONTRACTOR INFORMATION**

Chugach Information Technology, Inc. (CITI) provides a broad range of IT solutions to ensure our government customers are better informed, connected and secure. Our specialists bring together a technical, operations and management team with extensive experience in information systems, technology services, facilities management, and professional consulting. CITI is a wholly-owned subsidiary of parent corporation Chugach Alaska Corporation, a regional Alaska Native Corporation (ANC) formed under the Alaska Native Claims Settlement Act (ANCSA) of 1971. CITI is a minority-owned small disadvantaged business and Small Business Administration (SBA) 8(a) certified.

Chugach Information Technology, Inc.

3800 Centerpoint Drive, Suite 1200

Anchorage, AK 99503

P: 907.563.8866

[GSA@chugachgov.com](mailto:GSA@chugachgov.com)

<http://www.chugach.com/companies/federal-government/technical-servicesit/chugach-information-technology>

<b>CONTRACT NUMBER:</b>	<b>47QTCA18D00JJ</b>
<b>Modification Number: A812</b>	<b>Effective: 02/11/2020</b>
<b>Period Covered By Contract:</b>	<b>08/27/2018 – 08/26/2023</b>
<b>Prices Shown Herein Are Net (discount deducted)</b>	

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*®, a menu-driven database system. The INTERNET address GSA *Advantage!*® is: GSAAvantage.gov.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.



## Special Item Numbers (SIN)

### SIN 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

**Note 1:** All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

**Note 2:** Offerors and Agencies are advised that the Multiple Award Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

**Note 3:** This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

## Ordering Information

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<http://www.chugach.com/companies/federal-government/technical-servicesit/chugach-information-technology>

Products and ordering information in this Authorized FSS Information Technology Schedule Price List are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <https://www.gsaadvantage.gov>.



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## Information For Ordering Activities Applicable To All Special Item Numbers

### SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage! on-line shopping service (<https://www.gsaadvantage.gov/>). The catalogs/pricelists, GSA Advantage! and the Federal Acquisition Service Home Page (<https://www.gsa.gov/fas>) contains information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

#### 1.1. Geographic Scope of Contract

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

\_\_\_\_\_ Contractor will provide domestic and overseas delivery.

\_\_\_\_\_ Contractor will provide overseas delivery only.

  X   Contractor will provide domestic delivery only.

##### 1.1.1 Point(s) of Production

The offeror or respondent, in the performance of any contract resulting from this solicitation, **intends**, ~~b does not intend~~ [check applicable block] to use one or more plants or facilities located at a different address from the address of the offeror or respondent as indicated in this proposal or response to request for information.

CITI/Chugach will provide services at the locations determined by the customer.



## 1.2. Contractor's Ordering Address and Payment Information

Ordering Address:

US Mail	E-Mail
Chugach Information Technology, Inc. ATTN: Phil DeMarco 814 Greenbrier Circle, Suite L Chesapeake, VA 23320	<a href="mailto:GSA@chugachgov.com">GSA@chugachgov.com</a>

Payment Address:

US Mail	EFT / Wire / ACH
Chugach Information Technology, Inc. ATTN: Accounts Receivable 3800 Centerpoint Drive, Suite 1200 Anchorage, AK 99503	See the System for Award Management (SAM) for Chugach Information Technology, Inc. DUNS: 829030878 CAGE Code: 59QK3

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Contractors are encouraged to accept credit cards for orders above the micro-purchase threshold. See GSAR 552.232-79 Payment By Credit Card, Variation.

## 1.3. Liability for Injury or Damage

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

## 1.4. Statistical Data for Government Ordering Office Completion of Standard from 279

Block 9: G. Order/Modification Under Federal Schedule Contract

Block 16: Contractor Identification Number (DUNS): 829030878

Block 30: Type of Contractor: A. Small Disadvantaged Business

Block 31: Woman-Owned Small Business: No

Block 32: HUBZone Small Business Concern: No

Block 33B: A. 8(a) Contract Award

Block 37: Contractor's TIN: 26-3200063

Block 38: Common Parent's Name: Chugach Government Solutions, LLC

Block 39: Common Parent's TIN: 46-2708326

Block 40: Veteran-Owned Small Business (VOSB): No

## 1.5. FOB Destination



## 1.6. Delivery Schedule

a. Delivery Time: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

Special Item Number (SIN)	Delivery Time (Days ARO)
54151S	As mutually agreed upon on each order

b. Expedited Delivery: Items available for expedited delivery are noted in this price list. NOTE: None.

c. Overnight and 2-day delivery: Not available.

d. Urgent Requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

## 1.7. Discounts (Prices Shown Herein Are Net (discount deducted))

a. Special Item No. 54151S Information Technology Professional Services.

1. Prompt Payment:

- 0.50% if paid in less than 10 days from receipt of invoice or date of acceptance, whichever is later.
- 0.25% if paid between 10 – 30 days from receipt of invoice or date of acceptance, whichever is later.
- 0.00% if paid more than 30 days from receipt of invoice or date of acceptance, whichever is later.

2. Quantity: None

3. Dollar Volume: None

4. Other Special Discounts (i.e. Government Education Discounts, etc.): None

5. Other: None

## 1.8. Trade Agreements Act of 1979, as Amended

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.





## **1.9. Statement Concerning Availability of Export Packing**

Not applicable under this scope of this contract.

## **1.10. Minimum Order**

The minimum dollar of orders to be issued is \$100.00.

## **1.11. Maximum Order (All dollar amounts are exclusive of any discount for prompt payment.)**

a. Maximum Order for the following SINs is \$500,000:

Special Item No. 54151S Information Technology Professional Services

## **1.12. Ordering Procedures for Federal Supply Schedule Contracts**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

## **1.13. Federal Information Technology/Telecommunication Standard Requirements**

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

### **1.13.1. Federal Information Processing Standards Publications (FIPS PUBS)**

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

### **1.13.2. Federal Telecommunication Standards (FED-STDS)**

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

### **1.14. Contractor Tasks / Special Requirements (C-FSS-370) (Nov 2003)**

- a. Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- b. Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- c. Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- d. Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- e. Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.



f. Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

g. Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

h. Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

i. Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

j. Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

k. Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

### **1.15. Contract Administration for Ordering Activities**

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

### **1.16. GSA ADVANTAGE!**

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (such as Firefox). The Internet address is <https://www.gsaadvantage.gov>.

### **1.17. Purchase of Incidental, Non-Schedule Items**

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f). For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if-

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

### **1.18. Contractor Commitments, Warranties and Representations**

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

1. Time of delivery/installation quotations for individual orders;
2. Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
3. Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

### **1.19. Overseas Activities**

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

AK, PR, HI

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

### **1.20. Blanket Purchase Agreements (BPAs)**

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

### **1.21. Contractor Team Arrangements**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

### **1.22. Installation, Deinstallation, Reinstallation**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act apply.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a



request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 33411 or 33411REF.

### **1.23. Section 508 Compliance**

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all CITI IT hardware/software/services are 508 compliant:

Yes: ☒ No: ☐

(URL): <http://www.chugach.com/CGS-Section508>

Electronic and Information Technology (EIT) supplies and services standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).

### **1.24. Prime Contractor Ordering From Federal Supply Schedules**

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- a. A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- b. The following statement:

This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

### **1.25. Insurance – Work on a Government Installation (JAN 1997)(FAR 52.228-5)**

- a. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- b. Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

- 1. For such period as the laws of the State in which this contract is to be performed prescribe; or

2. Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

c. The contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

#### **1.26. Software Interoperability**

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program.

#### **1.27. Advance Payments**

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324).





**TERMS AND CONDITIONS APPLICABLE TO INFORMATION  
TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM  
NUMBER 54151S) AND IDENTITY, CREDENTIALING AND ACCESS  
MANAGEMENT (SPECIAL ITEM NUMBER 541519ICAM)**

**\*\*The phrase, “Information Technology (IT) Professional Services/ Identity, Credentialing and Access Management (ICAM)” in the following paragraphs may need to be revised in order to be consistent with the Offeror’s proposal; e.g., if only IT Professional Services are offered, all references to ICAM Services should be deleted.\*\***

**\*\*\*\*NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately. Further, non-professional labor categories shall be offered under SIN 54151S only.**

### **1. SCOPE**

a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.

b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

### **2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.

b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

### **3. ORDER**

a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.



#### **4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

#### **5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.



(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS ☐ COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I ☐ OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

## **9. INDEPENDENT CONTRACTOR**

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either

- (i) result in an unfair competitive advantage to the Contractor or its affiliates or
- (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## **11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
  - (1) The offeror;
  - (2) Subcontractors; and/or
  - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

## **13. RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

## **14. INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.



## **15. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

## **16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING**

### **16.1. Overview**

With the ability to design complete systems, acquire and install the necessary hardware/software and supply customers with a turnkey solution, Chugach Information Technology, Inc. (CITI) provides a broad scope of IT and technical services to government agencies. We offer our government customers large-business caliber performance and strength while meeting small business performance goals. Specialties include network engineering enterprise operations and maintenance; turnkey system design/installation of large video display systems; intrusion detection and information assurance/U.S. Department of Defense (DoD) Information Assurance Certification and Accreditation Process; systems administration; database and enterprise software development and administration; IT systems architecture design, procurement and integration; IT logistics support; large-scale data storage and retrieval systems; business continuity and disaster recovery; web application development and maintenance; configuration management; Help Desk and desktop support services; telecommunications; and technical services.

CITI provides professional IT services in the following FPDS Codes for SIN 54151S:

FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified



## 16.2. Labor Category Rates

Chugach Information Technology, Inc. (CITI) - SIN 54151S GSA Price List					
	2018	2019	2020	2021	2022
Labor Category	Rates Effective 08/27/2018	Rates Effective 08/27/2019	Rates Effective 08/27/2020	Rates Effective 08/27/2021	Rates Effective 08/27/2022
COMMS/Networking Engineer	\$ 82.90	\$ 85.33	\$ 87.85	\$ 90.61	\$ 93.39
Database Administrator (DBA)	\$ 74.68	\$ 76.87	\$ 79.15	\$ 81.63	\$ 84.14
Database Programmer/Analyst	\$ 73.62	\$ 75.77	\$ 78.02	\$ 80.47	\$ 82.94
Database Systems Architect	\$ 91.97	\$ 94.67	\$ 97.47	\$ 100.53	\$ 103.62
Integrated Systems Technician	\$ 78.06	\$ 80.35	\$ 82.73	\$ 85.32	\$ 87.94
IT Systems Security Analyst	\$ 74.22	\$ 76.39	\$ 78.65	\$ 81.12	\$ 83.62
IT Systems Security Officer I	\$ 53.79	\$ 55.37	\$ 57.01	\$ 58.80	\$ 60.60
IT Systems Security Officer II	\$ 63.80	\$ 65.67	\$ 67.62	\$ 69.74	\$ 71.88
Network Administrator	\$ 59.70	\$ 61.44	\$ 63.26	\$ 65.25	\$ 67.25
Program Manager	\$ 107.57	\$ 110.72	\$ 114.00	\$ 117.58	\$ 121.19
Programmer	\$ 58.23	\$ 59.94	\$ 61.71	\$ 63.65	\$ 65.61
Programmer/Analyst	\$ 64.61	\$ 66.51	\$ 68.47	\$ 70.62	\$ 72.79
Project Task Manager	\$ 94.78	\$ 97.55	\$ 100.44	\$ 103.59	\$ 106.77
Subject Matter Expert	\$ 122.90	\$ 126.50	\$ 130.24	\$ 134.33	\$ 138.45
System Administrator	\$ 64.43	\$ 66.32	\$ 68.29	\$ 70.43	\$ 72.59
Systems Engineer	\$ 83.98	\$ 86.44	\$ 89.00	\$ 91.80	\$ 94.62
Telecommunications Engineer	\$ 77.81	\$ 80.09	\$ 82.46	\$ 85.05	\$ 87.66
Test Engineer	\$ 72.47	\$ 74.59	\$ 76.80	\$ 79.21	\$ 81.65
Training Specialist	\$ 62.10	\$ 63.92	\$ 65.82	\$ 67.88	\$ 69.97

## 16.3. Labor Category Descriptions

### Minimum Labor Requirements

Both parties acknowledge that there may be instances to waive minimum labor requirements to provide the best individual for specific tasking. Therefore, such waivers may be granted by either the task order contracting officer or the contracting officer technical representative.

### Communications (COMMS)/Network Engineer

Minimum/General Experience: Seven (7) years of concurrent work experience in the field of communications/network engineering.

Functional Responsibility: Responsible for telecommunication and network planning; engineering analysis; network system development and implementation; development of testing and diagnostic software; development of communication network software development tools; and telecommunications and network troubleshooting.

Minimum Education/Certification: High school diploma or General Equivalency Diploma (GED). Baccalaureate Degree in Computer Science, Network Engineering or related field preferred.

#### **Database Administrator (DBA)**

Minimum/General Experience: Four (4) years successful hands-on experience of related work experience.

Functional Responsibility: Administers and controls data resources; implementation of data dictionaries; data security and integrity; performance of database backups; use of data modeling techniques to analyze and specify data requirements and structures; definition of logical and physical data views; and tuning database performance.

Minimum Education/Certification: High school diploma or General Equivalency Diploma (GED). Oracle database certifications or Microsoft Certified Database Administrator (MCDBA) preferred.

#### **Database Programmer/Analyst**

Minimum/General Experience: Five (5) years of related work experience and in-depth knowledge of various programming languages (e.g. Oracle, SQL, MySQL, NET, Java, etc.).

Functional Responsibility: Responsible for providing technical support in developing and maintaining database applications. 3<sup>rd</sup>/4<sup>th</sup> generation language (3GL/4GL) programming; use of computer-aided software engineering (CASE) tools (as required); performance of systems maintenance and/or modification; application software testing and support; system documentation (as required); information systems planning (as required); and systems/business process analysis (as required). May serve as Team Leader on complex projects.

Minimum Education/Certification: High school diploma or General Equivalency Diploma (GED). Baccalaureate Degree in Computer Science or related field preferred.

#### **Database Systems Architect**

Minimum/General Experience: Fifteen (15) years of professional experience.

Functional Responsibility: Responsible for relational database software development; assessment of new or modified requirements for information systems; complex computer systems and/or business area analysis and design; complex information systems planning; 3GL/4GL programming; application software testing and support; system documentation (as required); responsible for use of CASE tools (as required).

Minimum Education/Certification: High school diploma or General Equivalency Diploma (GED). Master of Arts/Science degree in Computer Science or related field preferred.

#### **Integrated Systems Technician**

Minimum/General Experience: Eight (8) years experience in Systems Engineering.

Functional Responsibility: Provides and supports installation, testing, verification, repair, diagnostic analysis, and calibration of various systems. Provides organizational, intermediate,

and depot level troubleshooting and support of fielded systems. Provides training to Government personnel and junior technicians. Provides technical support in the form of read system drawings, blueprints, bills of materials, and technical manuals. Conducts performance measurement activities and reports findings to Government representatives. Provides oral, written, on-site, or other troubleshooting assistance. Assists in preparing, reviewing, and managing technical documentation, instructions, procedures, and staging lists. Interfaces and coordinates with Government personnel, subcontractors, or other vendor personnel to arrange diagnostics, repairs, and order and manage parts. Provides supply level support by documenting and communicating results to Government representatives. Assists Government personnel in conferences, meetings, or other problem solving situations.

Minimum Education/Certification: High school diploma or General Equivalency Diploma (GED). Baccalaureate Degree in Electronics Engineering Technology or Information Technology or equivalent preferred.

### **IT Systems Security Analyst**

Minimum/General Experience: Nine (9) years of experience managing IT system security environment.

Functional Responsibility: Provides competent leadership, and highly specialized and technical guidance for an IT Security Team. Simultaneously plans, manages, and provides technical advice and oversight for IT Security activities, including, the design and implementation of appropriate access protection; system integrity/reliability; audit control; system recovery methods and procedures; prevention of breaches, intrusions, and/or system abuses; awareness training; and compliance with federal and agency IT security policy directives and regulations. Requisite responsibilities include directing, and completion of tasks within estimated time frames and budget constraints. Responsibilities include scheduling and assigning duties to subordinates, as well as formulating and enforcing work standards. Contributions include the coordination with the Government and Program Manager to ensure problem resolution and customer satisfaction. May also serve as project lead or task lead.

Minimum Education/Certification: High school diploma or General Equivalency Diploma (GED). Baccalaureate Degree in Computer Science, Information Assurance or Information Systems or related field preferred.

### **IT Systems Security Officer I**

Minimum/General Experience: Two (2) years work experience in information technology (IT) Systems security or related field.

Functional Responsibility: Requisite responsibilities include assisting with maintenance of IT system security plans and contingency plans for all systems under their responsibility. Maintains ongoing knowledge of Federal legislation and agency regulations, and threats to and vulnerabilities of an organization. Monitors and records the performance of information systems security initiatives. Participates in self-assessments of system safeguards and program elements and in certification and accreditation of the system. Direct supervision may be required.



Minimum Education/Certification: High school diploma or General Equivalency Diploma (GED). Baccalaureate Degree in Computer Science or Information Security, or Associate's Degree in the field of Information Technology or Information Technology Security, or Systems Security Specialist Certificate from an accredited Technical Institution or College preferred.

### **IT Systems Security Officer II**

Minimum/General Experience: Three (3) years work experience IT Systems security or related field.

Functional Responsibility: Plans, coordinates, and manages information system security programs. Requisite responsibilities include performing the functions as a Technical Advisor to Senior Management on all areas of Information Systems Security. Develops and maintains IT system security plans and contingency plans for all systems under their responsibility. Maintains ongoing knowledge of Federal legislation and agency regulations, and threats to and vulnerabilities of an organization. Monitors and records the performance of information systems security initiatives. Participates in self-assessments of system safeguards and program elements and in certification and accreditation of the system. May also serve as task or project lead.

Minimum Education/Certification: High school diploma or General Equivalency Diploma (GED). Baccalaureate Degree in Computer Science or Information Security, or Associate's Degree in the field of Information Technology or Information Technology Security, or Systems Security Specialist Certificate from an accredited Technical Institution or College preferred.

### **Network Administrator**

Minimum/General Experience: Seven (7) years of relevant experience.

Functional Responsibility: Responsible for the installation of local area network (LAN) workstation, server, or other LAN system components; performance of diagnostic testing and system troubleshooting; system configuration, integration, and/or testing; maintenance of LAN user accounts and profiles; systems upgrades; software and/or hardware evaluation; operating system programming; maintenance of user accounts and profiles; and upgrading system components as required.

Minimum Education/Certification: High school diploma or General Equivalency Diploma (GED). Baccalaureate Degree in Computer Science, Computer Programming, or Network Engineering preferred.

### **Program Manager**

Minimum/General Experience: Ten (10) years of continuous experience in engineering/logistics support and/or management. Information technology experience and experience in effectively communicating with higher echelon personnel in order to interface with all levels of management.

Functional Responsibility: Acts as the counterpart to the Government program/technical manager. Provides/technical support involving multiple tasks/projects. Requisite responsibilities include directing and/or supervising personnel, providing management support in the form of organization, directing and coordinating, planning and execution of all program/technical



support activities. Assigns duties and reviews work of subordinates, and establishes and alters management structure as necessary within the program to effectively direct program/technical support activities. Meets and confers with Government officials regarding the status of specific program/technical activities and progress. Provides expertise in the field of resolution of problems, issues or conflicts as required. Ensures that program schedule, performance, and deliverables are met.

Minimum Education/Certification: High school diploma or General Equivalency Diploma (GED). Baccalaureate Degree from an accredited university in the field of Business, Law, Economics, Mathematics, or Engineering, and current Professional Project Manager (PMP) Certificate preferred.

### **Programmer**

Minimum/General Experience: Four (4) years of relevant experience.

Functional Responsibility: Maintains and develops code; 3GL/4GL programming; use of CASE tools (as required); performance of systems maintenance and/or modification. May provide application software testing and support; system documentation (as required); and information systems planning (as required). May also serve as Team Leader on non-complex projects.

Minimum Education/Certification: High school diploma or General Equivalency Diploma (GED). Baccalaureate Degree in Computer Programming, Computer Science, Statistics, or Mathematics preferred.

### **Programmer/Analyst**

Minimum/General Experience: Five (5) years of relevant work experience and in-depth knowledge of various programming languages (e.g. Oracle, SQL, MySQL, NET, Java, etc.).

Functional Responsibility: Performs a variety of programming assignments requiring knowledge of established programming procedures and data processing requirements. May maintain and modify programs; contributes to the customer's mission as it relates to the development of the software specification and ability to create and document a conceptual and detailed design and write a code based on a conceptual description of the business logic; 3GL/4GL programming; use of CASE tools (as required); contributes to the performance of systems maintenance and/or modification; application software testing and support; system documentation (as required). Requisite responsibilities include information systems planning and systems/business process analysis (as required). May also serve as Team Leader on moderately complex projects.

Minimum Education/Certification: High school diploma or General Equivalency Diploma (GED). Baccalaureate Degree in Computer Science or related field preferred.

### **Project Task Manager**

Minimum/General Experience: Eight (8) years of continuous experience in engineering/logistics support and/or management.

Functional Responsibility: Provides project management professional services for smaller projects or task orders, providing leadership and is responsible for project direction through

successful performance of a variety of detailed, diverse elements of project management tasks. Directs completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and ensures assignments are completed as directed. Interfaces with Government representatives and reports to the Program Manager on project progress/status and various issues or problems. Duties include program/contract management; technical guidance and oversight; supervision of design, development, and implementation of complex computer systems; business area analysis; project planning; coordination of resources (including subcontractor management); project status reporting; and performance measurement and reporting.

Minimum Education/Certification: High school diploma or General Equivalency Diploma (GED). Baccalaureate Degree from an accredited university in the field of Business, Law, Economics, Mathematics, or Engineering preferred.

### **Subject Matter Expert**

Minimum/General Experience: Ten (10) years experience in Systems Engineering.

Functional Responsibility: Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, and training. Provides implementation advice on complex problems that require expert level knowledge of the subject matter for effective implementation. Participates as needed in all phases of software and hardware development with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases. Provides technical advice, guidance and direction for the improvement, modification, and re-engineering of business processes, policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific functional areas of expertise to specific programs. Directs the composition of, or composes and finalizes documentation.

Minimum Education/Certification: High school diploma or General Equivalency Diploma (GED). Baccalaureate Degree from an accredited university in the field of Business, Law, Economics, Mathematics, Engineering, or some related discipline preferred.

### **System Administrator**

Minimum/General Experience: Seven (7) years of relevant work experience.

Functional Responsibility: Installs and maintains operating and systems software; systems configuration; establishment of system standards; software and/or hardware evaluation; operating system programming; maintenance of user accounts and profiles; and operating system troubleshooting.

Minimum Education/Certification: High school diploma or General Equivalency Diploma (GED). Baccalaureate Degree in Computer Science, Computer Programming, or Network Engineering preferred.

### **Systems Engineer**

Minimum/General Experience: Nine (9) years experience in Systems Engineering.

**Functional Responsibility:** Provides management, supervision, coordination, support, and monitoring of a project team. Requisite responsibilities include performance of various systems, the provision of technical guidance, direction, or training across multiple functional areas. Provides input for proposal preparation, project estimation and budgeting, technical review, and presentation. Manages, tracks, controls, and reports on all aspects of project performance, including technical, financial, contractual, administrative, logistical, subcontractor, and vendor oversight. Manage, coordinate, supervise, support, or perform project and technical writing activities related to all aspects of a project. Provides support in the areas of leadership, development or overseeing development of systems requirements, design, documentation, algorithms, software implementation, hardware layout, integration, installation, analysis, and peripheral interfaces. Generates, or oversees generation of, test and evaluation plans, and executes those plans when necessary. Exercises independent judgment, as well as a high level of analytical skill, in solving complex and unusual technical, administrative, and managerial problems. Documents and communicates results at all levels to Government representatives.

**Minimum Education/Certification:** High school diploma or General Equivalency Diploma (GED). Baccalaureate Degree in Systems, Electrical or Industrial Engineering preferred.

### **Telecommunications Engineer**

**Minimum/General Experience:** Seven (7) years of relevant experience.

**Functional Responsibility:** Provides management, supervision, coordination, support and monitors project team performance for various systems. Provides technical guidance, direction, and/or training across multiple functional areas. Provides input for proposal preparation, project estimation and budgeting, technical review, and presentation. Incumbent may be responsible for managing, tracking, control and reporting on all aspects of project performance, including technical, financial, contractual, administrative, logistical, and personnel oversight. Leads, develops, or oversees development of systems requirements, design, documentation, algorithms, software implementation, hardware layout, integration, installation, analysis, and peripheral interfaces. Contributes to the generation, oversight, test and evaluation plans, and execution of those plans when necessary. Exercises independent judgment, as well as a high level of analytical skill, in solving complex and unusual technical, administrative, and managerial problems, and documenting and communicating results at all levels.

**Minimum Education/Certification:** High school diploma or General Equivalency Diploma (GED). Baccalaureate Degree in Engineering or an associated field preferred.

### **Test Engineer**

**Minimum/General Experience:** Seven (7) years work experience in test design, development engineering or related field.

**Functional Responsibility:** Provides support in the Systems Engineer field as it relates to the acquisition program test phases. Develops test documentation (strategy, plans, procedures and reports) necessary for the acquisition program. Requisite responsibilities include testing expertise in support of user requirements of complex to highly complex software/hardware applications. Directs and/or participates in all phases of risk management assessments and



software/hardware development. Performs analysis of user requirements, test design and test tools selection. Ensures test designs are documented. Supports all applicable Government, agency, or industry standards, timelines and budgets.

Minimum Education/Certification: High school diploma or General Equivalency Diploma (GED). Baccalaureate Degree in Engineering, Engineering Science or related field preferred.

### **Training Specialist**

Minimum/General Experience: Six (6) years technical experience as a course developer, instructional technologist, or instructor.

Functional Responsibility: Analyzes the need for and designs, develops, trains, and provides materials, to include lesson plans, presentations, job aids, interactive courseware (E-learning), tests, training surveys, and student handouts for the delivery of formal and informal technical training. Responsible for training at sites as assigned by the contracting officer's technical representative (COTR) using approved course material. Makes all exportable classroom arrangements, including obtaining quotes for classroom space rental as/if applicable and the packaging and shipment of any and all classroom equipment.

Minimum Education/Certification: High school diploma or General Equivalency Diploma (GED). Baccalaureate Degree from an accredited university in Instructional Systems Technology or military training as an Instructor preferred.

## USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT GOALS

### PREAMBLE

Chugach Information Technology, Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

### COMMITMENT

- To actively seek and partner with small businesses.
- To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.
- To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.
- To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.
- To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.
- To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.
- To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact:

John Visbaras  
C5ISR Program Manager  
(843) 333-0425 (cell)  
[john.visbaras@chugachgov.com](mailto:john.visbaras@chugachgov.com)



## BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

<Insert Customer Name>

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

\_\_\_\_\_  
Ordering Activity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date



## BLANKET PURCHASE AGREEMENT (BPA)

BPA NUMBER \_\_\_\_\_

<Insert Customer Name>

### BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

(5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____



(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.



## **BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to an ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

1. The customer identifies their requirements.
2. Federal Supply Schedule Contractors may individually
  - meet the customer’s needs, or –
  - submit a Schedules “Team Solution” to meet the customer’s requirement
3. Customers make a best value selection.

**I-FSS-600 CONTRACT PRICE LISTS (OCT 2016)****(a) Electronic Contract Data.**

(1) At the time of award, the Contractor will be provided instructions for submitting electronic contract data in a prescribed electronic format as required by clause 552.238-71, *Submission and Distribution of Authorized FSS Schedule Price Lists*.

(2) The Contractor will have a choice to transmit its file submissions electronically through Electronic Data Interchange (EDI) in accordance with the Federal Implementation Convention (IC) or use the application made available at the time of award. The Contractor's electronic files must be complete; correct; readable; virus-free; and contain only those supplies and services, prices, and terms and conditions that were accepted by the Government. They will be added to

GSA's electronic ordering system known as GSA *Advantage!*®, a menu-driven database system that provides on-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic order. The Contractor's electronic files must be received no later than 30 days after award. Contractors should refer to clause I-FSS-597, GSA *Advantage!*® for further information.

(3) Further details on EDI, ICs, and GSA *Advantage!*® can be found in clause I-FSS-599, *Electronic Commerce*.

(4) The Contractor is encouraged to place the GSA identifier (logo) on their web site for those supplies or services covered by this contract. The logo can link to the contractor's Federal Supply Schedule price list. The identifier URL is located at <http://www.gsa.gov/logos>. All resultant "web price lists" shown on the contractor's web site must be in accordance with section (b)(3)(ii) of this clause and nothing other than what was accepted /awarded by the Government) may be included. If the contractor elects to use contract identifiers on its website (either logos or contract number) the website must clearly distinguish between those items awarded on the contract and any other items offered by the contractor on an open market basis.

(5) The contractor is responsible for keeping all electronic catalogs data up to date; e.g., prices, product deletions and replacements, etc.

**(b) Federal Supply Schedule Price Lists.**

- (1) The Contractor must also prepare and distribute a Federal Supply Schedule Price List as required by clause 552.238-71, Submission and Distribution of Authorized FSS Schedule Price Lists. This must be done as set forth in this paragraph (b).
- (2) The Contractor must prepare a Federal Supply Schedule Price List by either:
  - (i) Using the commercial catalog, price list, schedule, or other document as accepted by the Government, showing accepted discounts, and obliterating all items, terms, and conditions not accepted by the Government by lining out those items or by a stamp across the face of the item stating "NOT UNDER CONTRACT" or "EXCLUDED"; or
  - (ii) Composing a price list in which only those items, terms, and conditions accepted by the Government are included, and which contain only net prices, based upon the commercial price list less discounts accepted by the Government. In this instance, the Contractor must show on the cover page the notation "Prices Shown Herein Are Net (discount deducted)".
- (3) The cover page of the Federal Supply Schedule Price List must include the following information prepared in the format set forth in this subparagraph (b)(3):

- (i) GENERAL SERVICES ADMINISTRATION Federal Supply Service  
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*®, a menu-driven database system. The INTERNET address GSA *Advantage!*® is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

Schedule Title

FSC Group, Part, and Section or Standard Industrial Group (as applicable)

FSC Class(es)/Product code(s) and/or Service Codes (as applicable)

Contract number

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

Contract period.

Contractor's name, address, and phone number (include toll-free WATS number and FAX number, if applicable)

Contractor's internet address/web site where schedule information can be found (as applicable). Contract administration source (if different from preceding entry). Business size.

(ii) CUSTOMER INFORMATION: The following information should be placed under this heading in consecutively numbered paragraphs in the sequence set forth below. If this information is placed in another part of the Federal Supply Schedule Price List, a table of contents must be shown on the cover page that refers to the exact location of the information.

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

2. Maximum order.

3. Minimum order.

4. Geographic coverage (delivery area).

5. Point(s) of production (city, county, and State or foreign country).

6. Discount from list prices or statement of net price.

7. Quantity discounts.

8. Prompt payment terms. Note: Prompt payment terms must be followed by the statement "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin).

11a. Time of delivery. (Contractor insert number of days.)

11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.

11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery.

12. F.O.B. point(s).

13a. Ordering address(es).

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es).

15. Warranty provision.

16. Export packing charges, if applicable.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).

18. Terms and conditions of rental, maintenance, and repair (if applicable).

19. Terms and conditions of installation (if applicable).

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).

- 20a. Terms and conditions for any other services (if applicable).
  - 21. List of service and distribution points (if applicable).
  - 22. List of participating dealers (if applicable).
  - 23. Preventive maintenance (if applicable).
  - 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).
  - 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
  - 25. Data Universal Number System (DUNS) number.
  - 26. Notification regarding registration in System for Award Management (SAM) database.
- (4) Amendments to Federal Supply Schedule Price Lists must include on the cover page the same information as the basic document plus the title "Supplement No. (sequentially numbered)" and the effective date(s) of such supplements.
- (5) Accuracy of information and computation of prices is the responsibility of the Contractor. NOTE: The obliteration discussed in subdivision (b)(2)(i) of this clause must be accomplished prior to the printing and distribution of the Federal Supply Schedule Price Lists.
- (6) Inclusion of incorrect information will cause the Contractor to resubmit/correct and redistribute the Federal Supply Schedule Price List, and may constitute sufficient cause for Cancellation, applying the provisions of 552.212-4 , *Contract Terms and Conditions* (paragraph (m), Termination for Cause), and application of any other remedies as provided by law—including monetary recovery.
- (7) In addition, one copy of the Federal Supply Schedule Price List must be submitted to the National Customer Service Center at: Email: [schedules.infocenter@gsa.gov](mailto:schedules.infocenter@gsa.gov) Telephone: 1 (800) 488-3111